

REQUEST FOR PROPOSALS:

NDC PARTNERSHIP WEBSITE REDESIGN AND ONGOING MAINTENANCE

Summary of Procurement

The NDC Partnership, through World Resources Institute (WRI), intends to award a Time & Materials type contract to upgrade the NDC Partnership website to Drupal 9 and provide ongoing maintenance to the website including the [NDC Partnership Knowledge Portal](#) and [Country Engagement Online Tool](#).

Deliverables will be completed on a monthly basis, with some specific projects requiring ongoing work. Work is expected to begin on 1 April 2020, with phased deliverables due throughout 2020 and into 2021.

About the World Resources Institute

Founded in 1982, the WRI is a global environmental think tank that goes beyond research to put ideas into action. We work with governments, companies, and civil society to build solutions to urgent environmental challenges. WRI's transformative ideas protect the earth and promote development because sustainability is essential to meeting human needs and fulfilling human aspirations in the future.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing sustainable development. Through our Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. Hosted by WRI and the UNFCCC Secretariat, the NDC Partnership [has members in all regions of the world](#), with staff in Washington DC and Bonn, Germany. For this project, the vendor would engage directly with staff located in the Washington DC office.

NDC Partnership Website

The [NDC Partnership website](#) serves as a resource for current and prospective members, provides general information on the work of the NDC Partnership, and hosts two learning tools: the NDC Partnership Knowledge Portal and the Country Engagement Online Tool. In addition, users can access country-specific information and data through dynamic country pages. These tools are a resource to the NDC Partnership members, as well as the public.

The NDC Partnership's website is built in Drupal 7 and is hosted on Pantheon. All of its components and tools will need to be rebuilt in Drupal 9. Website sections currently include:

- Homepage
- About Us
- How We Work
- News
- Events
- Knowledge Portal
- Country Pages
- Special COP event page
- Country Engagement Tool ([currently hosted on WordPress](#))

NDC Partnership Knowledge Portal

The NDC Partnership's Knowledge Portal helps countries to accelerate climate action by providing quick and easy access to data, tools, guidance, good practices, and funding opportunities. It draws together the most relevant resources from partners and other leading institutions. The Knowledge Portal includes several curation tools including:

- [Good Practice Database](#): This database provides a searchable repository of good practices and lessons learned from countries that have overcome obstacles and where climate action is being effectively designed and implemented. The database is managed jointly with the IKI Support Cluster, the UNDP NDC Support Programme, the Transparency Partnership and LEDS GP. The database content is hosted on an independent third-party database ([Knack](#)). The content is pulled in through an API on to the NDC Partnership website, as well as the other database partners' websites. In addition to managing the Knowledge Portal, the web developer will manage the Knack interface as well.
- [Climate Toolbox](#): The Climate Toolbox draws together tools, guidance, platforms, and advisory support from leading institutions in a searchable database to help countries plan and implement their NDCs.
- [Climate Finance Explorer](#): The Climate Fund Explorer is a searchable database of climate funds and related support for country mitigation and adaptation activities.
- Three data modules are also accessible through the Knowledge Portal. These modules are reflected on the Knowledge Portal through iFrames which are built and hosted on the [Climate Watch](#) website. The vendor will be responsible for ensuring the modules proper integration into the Knowledge Portal (i.e. managing the iFrame integration and UX), but is not responsible for the maintenance of the modules themselves. The three modules include:
 - GHG Emissions: Allows users to explore GHG emissions across time, countries, and sectors.
 - NDC-SDG Linkages: Allows users to map out where climate and sustainable development goals match up.

- NDC Content: Allows users to learn what each country's NDC contains and search across countries.

NDC Partnership Country Pages

The NDC Partnership website hosts country pages for every country in the world. There are three types of country pages:

- **Actively engaged member** country pages which reflect information about NDC Partnership member countries and how they are engaged with the Partnership,
- **Member** country pages which reflect that a country is a member, and
- **Non-member** country pages.

Membership in the NDC Partnership and engagement status is constantly changing, and the country pages should be easily adaptable to reflect these changes (i.e. changing a non-member to a member or changing a member country to an actively engaged member country).

All country pages reflect NDC data and information (found under the "Climate & NDC Data" heading) which is pulled into the website through iFrames built and hosted on the [ClimateWatch](#) website.

Country pages can be accessed at <http://ndcpartnership.org/countries-map>.

Country Engagement Online Tool

The Country Engagement Online Tool is built in Word Press and can be accessed at <http://cetool.ndcpartnership.org/>. The Online Tool is an accessible resource to develop user knowledge on the Country Engagement processes of the NDC Partnership. It is meant to be easily accessible to a range of users from different backgrounds. It is not built into the NDC Partnership and is hosted on its own server. Through this contract, the Country Engagement Online Tool will be rebuilt and integrated into the NDC Partnership website.

COP Webpage

The NDC Partnership actively engages in the UN Conference of the Parties (COP). Each year, the Partnership develops a [website page](#) to provide information and updates regarding engagement at COP. In 2020, the NDC Partnership will be participating in [COP26](#), hosted in November 2020, and will need to update the current website page or develop a new editable website page to reflect priorities.

Scope of Work and Outputs/Deliverables

The below outline of work is based on current anticipated needs of the NDC Partnership. These may change, and the NDC Partnership will rely on its vendor to make recommendations to proposed outputs/deliverables.

Deliverables and timelines will be outlined in three phases.

<p>Phase One: General Website Maintenance and Ongoing Support</p>	<ul style="list-style-type: none"> • Provide ongoing project management, recommendations, and updates as needed to ensure the website remains up-to-date and accessible • Perform monthly security patching and updates • Fix bugs as they appear on the website and provide ongoing support for minor adjustments
<p>Phase Two: Website Rebuild Mapping</p>	<ul style="list-style-type: none"> • Conduct a comprehensive audit of the NDC Partnership website and all additional components (Knowledge Portal, Country Pages, Country Engagement Online Tool) • Use this audit to outline a scope of work and timeline for the rebuild of the website into Drupal 9 • Provide a comprehensive overview of pages, designs, and functionality recommendations for the website rebuild • Provide strategic recommendations for the rebuild of the website based on best practices, website analytics, and NDC Partnership objectives. Specific considerations will include but are not limited to: • Ensure that the website is easily accessible to a range of users with varying internet bandwidths • Ensure that the website offers a clear and consistent user experience, including but not limited to consistent design, consistent country naming conventions and flags, and consistent links (e.g. ensure all <u>member flags</u> connect to the corresponding <u>Country Page</u>) • Ensure the website offers a clear and consistent backend process for staff managing content (e.g. when changing a country status from non-member to member, this should be reflected across the website) • Migrate all tools and content to a singular, easily editable platform (note: this excludes the Climate Watch iFrames which will continue to be managed and hosted by Climate Watch). • Ensure the main website is mobile friendly, including testing and fixing any bugs • Develop a website style guide based on the NDC Partnership brand to aid developers and the UX/design team in the rebuild of the website
<p>Phase Three: Rebuild the NDC Partnership Website in Drupal 9</p>	<ul style="list-style-type: none"> • Manage and execute a full rebuild of the NDC Partnership website in Drupal 9

Timing

The NDC Partnership will begin work with the new vendor by 1 April 2020. Kick-off in April will include a one-month hand over of all information and materials from the current website vendor (if required), discussions with the NDC Partnership on project priorities and expected timelines. Ongoing maintenance and support for the new vendor will begin by 1 May 2020.

Below is a proposed timeline for Phases One and Two. Phase Three deliverables and timelines will be agreed upon after consultations with and recommendations from the developer.

31 January 2020	Release RFP, gather responses, reply to any inquiries or questions
19 February 2020	Deadline of expressions of interest and any questions on the RFP
21 February 2020	Answers to questions received circulated to all interested vendors
26 February 2020	Deadline for proposals
March 2020	Finalize contracting process with selected vendor
April 2020	Begin handover and initial consultations with new vendor
May – December 2020	Phase One: Provide ongoing support and maintenance
July – November 2020	Phase Two: Website Rebuild Mapping
December 2020 – TBA 2021	Phase Three: Rebuild the NDC Partnership website in Drupal 9

BUDGET

Phase One: General Website Maintenance and Ongoing Support	\$70,000
Phase Two: Website Rebuild Mapping	\$75,000
Phase One & Two Total (not-to-exceed)	\$145,000
Phase Three: Rebuild the NDC Partnership Website in Drupal 9	TBD based on findings from Phase Two

Guidelines for Proposal Submission

Requirements

The selected vendor will be able to demonstrate capacity in similar work, particularly:

- Redesign, development, and management of websites with custom learning tools and databases in Drupal
- Experience in working with developing country users
- Project management experience and client recommendations
- Ability to track and manage website fixes (e.g. through a ticketing system)
- Experience with website analytics and SEO best practices, and ability to provide recommendations for best practices to increase website traffic and use

Proposal content

Prospective vendors should submit the below materials. We ask all vendors to limit their submissions to 20 pages maximum.

- A statement of interest describing the proposed team and how it meets the above requirements;
- Brief bio of team members with information on what makes them a good fit for this project;
- Examples of and references for similar previous work (with URLs and contact details);
- A brief (1-2 page maximum) overview of vendors preferred project management style and key recommendations for how to manage this contract;
 - Please note: the selected vendor will be expected to participate in weekly check-in calls and present bi-monthly updates on budget and work deliverables/bill rates
- An outline of the proposed methodology and workplan, including a timeline;
- An account of how the work and/or organization is environmentally sustainable;
- A detailed budget with a breakdown of costs for Phases One, Two and Three, sufficient to assess reasonableness and compliance with our funder requirements
 - Please note: A proposed budget for Phase Three is requested as part of the proposal, but can be adjusted based on the outcomes of Phase two, subject to approval from the NDC Partnership.
- Breakdown of vendors relevant hourly rates

Expression of Interest, Deadline for Questions, and Proposal

All expressions of interest and questions about this RFP must be received via email to the contacts below by **5:00pm EST on 19 February**. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

Amanda McKee

Head of Knowledge Management

amanda.mckee@ndcpartnership.org

Taylor Robb-McCord

Communications Specialist

Taylor.robbs-mccord@ndcpartnership.org

All proposals must be sent by **5:00pm EST 28 February** in electronic format to the same contacts listed above.

Evaluation and Selection

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP:

- Completion of all required elements
- The extent to which the vendor's proposal fulfills WRI's stated requirements as set out in the RFP
- Experience with similar projects
- Sustainability – WRI values environmental sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work
- Overall cost and proposed timeline of the vendor's proposal

The bidder offering the best overall value will be selected. For this procurement, non-price aspects are considered to be of equal importance.

Selected vendors will be invited to present their proposals to the NDC Partnership team. Vendors in the Washington DC area will be invited to present in-person, and nonlocal vendors will be invited to present virtually.

Selection Process

No proposal development costs shall be charged to WRI. All expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussions. However, WRI reserves the right

to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range. WRI may, at its discretion and without explanation to the prospective vendors choose to discontinue this RFP without obligation to such prospective vendors or make multiple awards under this RFP.